

Appendix G: Internship Field-based Activities Summary Report and Validation



Lamar University – M.Ed. in Educational Technology Leadership

Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. Post this report to your e-Portfolio wiki/blog/Google site monthly to document completion of your activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.
- Follow the guidelines on page 37 to reflect on each completed activity.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 *Please note that course number changes in Fall 2010*.

Once complete:

- PDF the Validated Summary Report. This report must be signed by your site mentor.
- Create a new page on your wiki, titled “ Completed Internship Field-based Activities Summary Report”
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard I. Technology Operations and Concepts	TF- I.A	TF-I.A: Demonstrate knowledge, skills, and understanding of concepts related to technology.	August 2010	14
		After attending a staff development, I taught the staff members on our campus how to use the new grade book system. Many hours throughout the school year were put toward teaching the staff how to use the program, creating how-to documents, and assisting various teachers individually throughout the year.	Throughout 2010-11 School Year	
		Reflection: See July-August Monthly Report		
	TF – I. B	TF-I.B: Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies. (Model appropriate strategies essential to continued growth and development of the understanding of technology operations and concepts.) Creating various documents containing specific	September 2010	Hours logged in TF-I.A

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		instructions and print screens with how to enter and submit grades in the new grade book.		
		Reflection: See July-August Monthly Report		
Subtotal				14

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	TF-II.A: Design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners.	November 2010	6
		Guided team member through the process of using GarageBand for creating Podcasts.	January 2010	
	Create Flipcharts from curriculum provided in Microsoft Word. Sent these flipcharts to team members for use on Promethean Board in classroom.			
	Reflection: See November and January Monthly Report.			
	TF-II.B	TF-II.B: Apply current research on teaching and learning with technology when planning learning environments and experiences.	2010-11 School Year	Hours logged in TF-I.A;TF-II.A
		Current research encourages the use of technology, which increases engagement and allows for more differentiated instruction. I have assisted teachers with applying technology in their classroom. For example, creating Podcasts, how-to documents, and program instruction.		
	Reflection:			
	TF-II.C	TF-II.C: Identify and locate technology resources and evaluate them for accuracy and suitability.	February 2011 October 2010 2010-2011 Year November 2010	7
Planning and teaching of multiple lessons throughout school year in which I model technology integration using resources that reflect content standards. -Two Multimedia Projects (Podcasts) -KIVA lesson and donation -Several Flipchart lessons with Promethean Board -Internet Safety Lesson				
Reflection: See October, November, and February Monthly Reports				
TF-II.D	TF-II.D: Plan for the management of technology resources within the context of learning activities. (Provide teachers with options for the management of technology resources within the context of learning activities.)			
	Reflection:			

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	TF-II.E	TF-II.E: Plan strategies to manage student learning in a technology-enhanced environment.	2010-2011 Year	1
		Ensure laptop cart is charged and ready for use in classrooms several times throughout school year.		
	Reflection: See February Monthly Log			
	TF-II.F	TF-II.F: Identify and apply instructional design principals associated with the development of technology resources.	October 2010	7
		Created and provided team members with a copy of uses of Comic Life.	October 2010	
Created list of useful websites for creating rubrics for team member.				
Reflection: October Monthly Log				
Subtotal				21

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard III. Teaching Learning, and the Curriculum	TF-III.A	TF-III.A: Facilitate technology-enhanced experiences that address content standards and student technology standards. Cyber-bullying lesson. Had students use GarageBand to create their own Podcasts. Promethean Lessons KIVA Lesson	2010-2011 Year	Logged in TF-I; TF-II
		Reflection: See TF-I and TF-II for location of reflections in Monthly Logs.		
	TF-III.B	TF-III.B: Use technology to support learner-centered strategies that address the diverse needs of students. (Use methods and strategies for integrating technology resources that support the needs of diverse learners, including adaptive and assistive technology.)		
		Reflection:		
	TF-III.C	TF-III.C: Apply technology to demonstrate students' higher-order skills and creativity. (Use methods and strategies for teaching using problem-solving skills using technology resources.) Cyber-bullying lesson. Had students use GarageBand to create their own Podcasts. Promethean Lessons KIVA Lessons	2010-2011 Year	Logged in TF-I; TF-II
		Reflection: See TF-I and TF-II for location of reflections in Monthly Logs.		
	TF-III.D	TF-III.D: Manage student learning activities in a technology-enhanced environment. Podcast Projects—students worked individually or independently, depending on needs.		Logged in TF-II.C
		Reflection:		
	TF-III.E	TF-III.E: Use current research and district/region/state/national content standards to build lessons and units of instruction. During planning of lessons using technology, I was able to satisfy this standard.		
		Reflection:		
Subtotal				Hours Logged in previous

			standards.
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Standard IV. Assessment and Evaluation	TF-IV.A	TF-IV.A: Apply technology in assessing student learning of subject matter using a variety of assessment techniques. (Assist teachers in using technology to improve learning and instruction through the evaluation and assessment of artifacts and data.) Create List of Rubric Sites. Distribute examples of work/assessments to be completed in Comic Life.	October 2010 October 2010	Hours logged in TF-II.F	
		Reflection: See October Monthly Log			
		TF-IV.B	TF-IV.B: Use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.		
			Reflection:		
	TF-IV.C	TF-IV.C: Apply multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity.			
		Reflection:			
	Subtotal				Hours logged in previous standards.

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	TF-V.A: Use technology resources to engage in ongoing professional development and lifelong learning. -Attend Power-Teacher Grade Book Training -Attend Comic Life Staff Development	July 2010 October 2010	Hours logged in TF-II.
		Reflection: See July and October Monthly logs.		
	TF-V.B	TF-V.B: Continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning.		
		Reflection:		
	TF-V.C	TF-V.C: Apply technology to increase productivity. -Animal Research (Internet used for research) -Model Promethean Board use for teachers.		
		Reflection:		
	TF-V.D	TF-V.D: Use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning. -Planning of campus video for Campus Website. -Use of word processing program to create classroom newsletters. -Creation and updating of classroom website (includes calendar, pictures, projects, assignments, etc.) -Updating Campus Website (add conference times, maps link, school calendar)	September 2010 2010-11 Year September 2010 and throughout year.	11.5
		Reflection: See September Monthly Logs		
	Subtotal			11.5

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	TF-V.A: Model and teach legal and ethical practice related to technology use. -Cyber-bullying lesson -Internet Safety Lesson	November 2010	3
		Reflection: See November Monthly Log.		
	TF-VI.B	TF-VI.B: Apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.		
		Reflection:		
	TF-VI.C	TF-VI.C: Identify and use technology resources that affirm diversity.		
		Reflection:		
	TF-VI.D	TF-VI.D: Promote Safe and healthy use of technology resources. -Black History Month and Animal Research—promoted safe use of internet searches. -Cyber-bullying and Internet Safety Lessons	2010-11 Year	Hours logged in TF-II
		Reflection: See November Monthly Log		
	TF-VI.E	TF-VI.E: Facilitate equitable access to technology resources for all students. Seen in all lessons throughout year utilizing technology, both in the computer lab and in classroom.		
		Reflection:		
Subtotal				3

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	TF-VII.A: Use the school technology facilities and resources to implement classroom instruction. -Seen in all lessons above using technology.	2010-2011 Year	Hours logged in previous standards.
		Reflection: See Monthly Logs.		
	TF-VII.B	TF-VII.B: Follow Procedures and guidelines in planning and purchasing technology.		
		Reflection:		
	TF-VII.C	TF-VII.C: Participate in professional development opportunities related to management of school facilities, technology resources, and purchases.		
		Reflection:		
Subtotal				Hours logged in previous standards.

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VIII. Leadership and Vision	TF-VIII.A	TF-VIII.A: Identify and apply educational and technology related research, the psychology of learning, and instructional design principals in guiding the use of computers and technology in education.		
		Reflection:		
	TF-VIII.B	TF-VIII.B: Apply strategies for and knowledge of issues related to managing the change process in schools. (Discuss the history of technology use in schools.)		
		Reflection:		
	TF-VIII.C	TF-VIII.C: Apply effective group process skills. (Discuss rationale for forming school partnerships to support technology integration and examine and existing partnership within a school setting.)		
		Reflection:		
	TF-VIII.D	TF-VIII.D: Lead in the development and evaluation of district technology planning and implementation.		
		-Conducted an evaluation of school technology environment.	February 2010	3
		Reflection: See February Monthly Log		
	TF-VIII.E	TF-VIII.E: Engage in supervised field-based experiences with accomplished technology facilitators and/or directors.		
-Seen throughout my field-based activities.		2010-2011 Year		
Reflection:				
Subtotal				3
TOTAL				52.5

Site Mentor:

Name: _____ Title: _____
(Please Print)

Signature: _____ Date: _____

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Field-based Activities Summary Report and Validation: Reflection Guidelines

Instructions: You are required to reflect on each of your field-based activities by completing a reflection that should contain a minimum of 250 words. These reflections will be used to assist you in completing Week 5 of your EDLD 5388/5370 Internship comprehensive exam/final report. Students should use the guidelines below to reflect on each of their field-based activities citing textbook references as well as three additional references when writing each reflection.

Reflections allow you to analyze on the knowledge you gained from the Internship activity and the associated Standard/Indicator associated with the activity as well as how the activity helped you master the Standard/Indicator. The act of reflection is influenced by constructivist theory. In essence, it is a way of thinking that allows you to make adjustments to your beliefs or concepts, to learn from your or other's mistakes, to recognize progress you think you have made, and/or to identify needed changes in attitude, disposition, decision-making, actions, or behaviors.

Reflection at a critical level means writing text that reveals your opinion of the reading or experience, why you hold that opinion, how the experience/assignment/reading could be improved, how you see the reading or experience as consistent or inconsistent with what you have learned so far, implications for the future, etc. Reflection should include more content than just a recitation of facts and you should document your writing with a minimum of three references.

Self –Assessment

1. Critically reflect (see note above; not just recitation of facts) upon the knowledge you gained from the activity.
2. Critically reflect upon the relationship between any new information you gained from the activity with old information you previously held to be true.
3. How did the relationship between the old and new information you learned affect your personal experience with the activity?

Learn as a Learner

1. Critically reflect (see note above; not just recitation of facts) upon your approach and strategies used in completing the activity.
2. Critically reflect upon how you learn as a learner and how you assess your own performance in completing the activity.
3. How did your learning and interaction with colleagues (such as discussion forum, web conferences, wiki and blog participation, etc.) affect the results of your performance?

Lifelong Learning Skills

1. Critically reflect (see note above; not just recitation of facts) upon what you gained about learning and how you learn that will impact your future learning.
2. How will your past interactions and collaborations with colleagues impact your future learning experiences?

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3. As a lifelong learner, what questions or issues challenge you and are worthy of future research or investigation?

Additional Criteria

1. Field-based Activities Summary Report posted monthly to e-Portfolio wiki/blog/Google site
2. Mechanics
3. APA Format
4. Minimum of 3 References

Wiki Name	Wiki URL
Smlopez Educational Technology Leadership	http://smlopez.wikispaces.com/